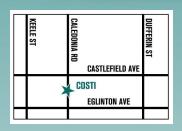


4-Week Hands-on Workshop



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## **Basic WORD & EXCEL**

New Session Begins May 1, 2017

Monday and Wednesday 6:00 pm to 8:30 pm

## **Topics Include:**

- Overview of keyboard, desktop and folders
- Internet, email and searching for information
- Saving and managing files in **Word** for Windows
- Formatting Text and Page Layout
- Working with Lists, Columns and Tables
- Headers and Footers
- Using and formatting worksheets in Excel
- Formulas and functions
- Windows and printing
- Formatting cells